

RENTAL INSPECTION REQUIRMENTS

NAME

ADDRESS

INITIALS ACKNOWLEDGING
RECEIPT OF CHECKLIST

INSPECTION DATE & TIME

CONTACT NUMBER & NAME

NOTE: This list is used as a guideline for all Rental Inspections. All inspections are preformed using the Town of Smyrna Building Codes, Chapter 18, Article III - Housing Code, Article XI- rental properties Code and I.R.C. 2006 and 2006 Property Maintenance Code. Chapter 70 **Utilities (water, sewer, gas and electric) must be on prior to inspection.**

RENTAL PROPERTY MUST BE VACANT OR IT WILL FAIL. (SEC 18-403)

Verify with IT that electric is on **(INSPECTORS RESPONSIBILITY)**

House numbers on or in the area of the front door, no less than 3" in height

Exterior door locks must be in good condition and functional

Exterior stairways (to 1st and 2nd floors) must be in good condition with a landing, handrail, balusters, treads, and risers

Exterior paint and siding must be in good condition

Main, side and rear doors must have proper lighting.

All decks and porches must be in good condition and have handrail and balusters

Fire escape (where required)

All floors must be covered and covering must be in good condition

Interior walls must be finished and in good condition

All receptacles and switches must have covers

Smoke detectors must be in place and operational. They must be in the basement, 1st floor, 2nd floor, and each bedroom.

All sink traps must be sealed and have no signs of leaking.

Fire suppression

All bathrooms must have proper ventilation (either a window or a vent fan)

All windows must move freely and easily. They must have the ability to stay in the open position without the use of props or any other device used as a means to assist the window in staying open. In addition, windows cannot have any broken panes.

All heating systems must have proper ventilation. All joints and elbows of the exhaust vent must be connected using sheet metal screws.

Type of heating Electric Oil Gas

All interior stairways must have handrail, balusters, tread and risers, and be in good condition

A Final electrical inspection sticker must be in the electrical box (some older buildings are exempt) All

_____ blanks in circuit box must be covered

_____ An" A-B-C" fire extinguisher must be in the kitchen area in plain view and easily accessible

_____ Remote disconnect collar on electric meter

APPROVED _____

FAILED _____

Inspector

Date

NOTES:

Rental Inspections Requirements:

Hours Monday - Friday 8:00am - 4:30pm

Last scheduled inspection of the day is 3:45pm

24 Hours notice is required when scheduling inspection. Call 302 653-3486

A **\$50.00** inspection fee must be paid prior to scheduling a rental inspection.

Minimum **One hour** notice is required for canceling scheduled inspections to avoid a **\$75.00** re-inspect

A **\$75.00** re-inspect fee will be charged for all failed inspection and/or that are not ready from a

All utilities must be on in order to have a rental inspection. For Town of Smyrna utilities contact the business office at **302 653-9231**. For utilities not provided by the Town of Smyrna, it is the property owner's responsibility to ensure applicable services are on for the rental inspection.

A rental addendum **must** be received; the rental license for of **\$50.00** must be paid, and a rental inspection must be performed before a tenant moves into the unit. A Remote disconnect collar must be paid for. All outstanding balances must also be paid.

If a tenant wished to have utilities in their name, they must make application of service at the business office along with the appropriate deposit and non refundable application fee. The landlord will also be required to fill out additional forms.

Rental inspection are not required for immediate family members. A Letter must be submitted to the business office by the owner losing the occupants, stating how they are related to receive exemption from rental inspection and rental license fee.

No tenant is to move anything in before a rental inspection is completed and passed.